

# SUMMER PLAY DAYS

**Summer Play Days (SPD) | 2020**  
The Church at Station Hill

PARENT HANDBOOK

THIS HANDBOOK TAKES PRECEDENCE OVER ALL OTHER PRINTED MATERIAL.  
THIS FACILITY IS NOT REQUIRED TO BE LICENSED BY THE STATE AS A CHILD CARE AGENCY.



# SUMMER PLAY DAYS

Dear Parents,

Welcome to Station Hill Summer Play Days! SPD is an integral part of the Preschool Ministry of The Church at Station Hill. The SPD ministry is designed for young children with the goal of helping them grow in their spiritual, emotional, physical, mental, and social growth. This handbook has been prepared in order that you know the policies and better understand the program as we work together to prepare your child for a successful year. We are so honored to have the privilege to teach your little ones about God's great love. Please know that we are continually praying for your children as well as your family throughout the year. We are expecting God to do great things at Summer Play Days!

We would love for you to be a part of our Sunday morning worship, get connected through life groups, and take part in all campus activities. Please visit our church website [www.stationhillchurch.com](http://www.stationhillchurch.com) or ask us for more information about all things happening at The Church at Station Hill.

In His Love,

Kristen Patton / Summer Play Days Director

— TUESDAYS & THURSDAYS —

**June 2-July 30, 2020**

9:00AM -2:30PM

---

FIRST FULL DAY: Tuesday June 2, 2020



### OUR PHILOSOPHY

We believe each preschooler is a unique creation of God. Preschoolers require a nurturing and loving environment where they are given opportunities to express their creativity. We believe social, emotional, mental, physical, and spiritual growth should be accomplished through exciting activities.

### OUR MISSION

Station Hill Mother's Day Out is an integral part of the total ministry of The Church at Station Hill. It is our goal to partner with parents to help preschoolers become all that God created them to be.

### OBJECTIVES

1. Provide a biblically based and Christ-centered program.
2. Provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
3. Provide an environment that fosters children's creativity.
4. Provide opportunities to grow spiritually through exciting, fun filled activities.

### AGES

Station Hill Summer Play Days has classes for children ages twenty-four months through pre-kindergarten. Children must be twenty-four months old by May 15th to participate. Children who turn 3 years old on or before May 15th MUST be potty trained. If a child has more than 2 accidents within one month's time, you may be asked to take a one week leave of absence to train at home to ensure that your child is fully ready to attend school. Once your child has achieved "Potty Trained" status, they are welcome to return to school. "Pull ups" are not allowed for children in the three and four-year-old classrooms.

### ADMISSION

A registration form and a \$100 deposit must be submitted for admission. Fees may be paid by check, made out to The Church at Station Hill, or paid online at our website via e-check or debit card. Admission is dependent upon available space. If a spot is not available, a student can be placed on the waiting list by submitting a registration form and a \$40 wait list fee. If a spot becomes available, this fee will be applied towards the tuition of \$400.

School begins the first Tuesday of June. There will be no Summer Play Days Classes from June 8th- June 12th. The tuition of \$400 must be paid in full by April 17th for your child to attend. All forms, including immunization records, must be received before your child can attend the 1st day of school. Forms may be found online or distributed in person. Forms may be distributed via email by request.

### TUITION AND FEES

**All SPD tuition and fees are non-refundable.** SPD does not refund prepaid fees in event of withdrawal. If paying with cash, please see the director. Please make you checks payable to The Church at Station Hill and include your child's name in the memo. A \$20.00 penalty will be assessed for any check returned by the bank. If a check is returned for a second time, a cash payment will be expected for the account balance. There will be an additional \$15.00 fee added to tuition if paid online by credit card.

Tuition is a set, one-time fee. It will not fluctuate due to holidays. There is no reduction of fees for absences, holidays, or families who have more than one child enrolled in the program. We will not accept any partial payment or month-to-month payment. There will be no concessions on tuition offered for planned or unplanned school closures.

If full payment is not made by April 17th, an email will be sent to the parents. If the payment is not received within 7 days of receipt of the email, the registration will be forfeited. It is your responsibility to make sure your email is current, as this is our main method of communication.

The administration of SPD will be bound to follow this policy. The Brentwood Baptist Church Finance Office will address any unusual circumstances. If family circumstances arise that make these payments impossible to make, please contact the Director.



### WITHDRAWAL

**SPD requires a notification in writing** when removing a child from the program during the Summer. There will be no penalty for withdrawal. All tuition is prepaid and non-refundable.

### DISCIPLINE

At SPD our goal in discipline is to teach children to self-regulate, guiding them to make good decisions.

- Positive Reinforcement
- Redirection
- Time Out
- Parents will be notified to pick up a child immediately if the safety of the child, teacher or other children in the classroom is at risk.

Repeated behavior problems may necessitate either a parent-staff conference or immediate removal of a student from the class or program.

### SAFETY/SECURITY

Our first priority is the well-being and safety of every child enrolled at SPD. **IT IS YOUR RESPONSIBILITY TO KEEP YOUR INFORMATION ON FILE UP-TO-DATE** - your registration papers, call lists, medical information, carpool lists, court orders, etc. We cannot release your child to anyone unless you have given us permission in writing to do so. We will ask for a photo ID before the child will be released to him/her.

For security reasons, the main doors into the Preschool area must remain locked during the hours of 9:30 am until 2:00 pm. We appreciate your patience and understanding regarding this policy.

**Please park only in designated parking spaces**, save the handicap parking for those who are handicapped.

### ARRIVAL & DISMISSAL

SPD opens at **9:00 a.m.** Please do not bring your child to the classroom before this time. Our teachers are busy preparing for your children to have a successful day. We would prefer you exchange your hugs and kisses and say morning goodbyes in a timely manner, so our classes can begin by 9:15. Your cooperation is greatly appreciated.

The accompanying adult must sign in each child upon arrival. Each child must also be signed out at dismissal. **Please do not enter the classroom if no teacher is present.**

**Please be on time to pick up your children.** Teachers have families of their own to get home to and children to pick up as well. Please be considerate of their time. SPD ends at 2:30p.m. If you have more than one child enrolled, all children will need to be picked up by 2:30p.m. "Being in the building" does not count as being on time if you do not have your child with you.

If you have an emergency, please call The Church at Station Hill office (615-850-3100) to let us know that you will be late. A child is **always** left in the care of an adult until the parent arrives. **There is an additional charge for late pick-up of \$3.00 per minute per child.** You will receive a statement reflecting this charge to be included on next month's tuition.

Please be sure that your teacher gets a note from you if your child will be going home with someone else. In the note, please include the person's name and contact number. **We will NOT allow a child to go home with any person other than a parent, guardian, or regular carpool driver without written permission.**

It is against the law to leave a child in the car unattended.

### WEATHER POLICY

Should inclement weather occur during school hours, director will work with Brentwood Baptist Church to determine closures. Parents will be notified via email and phone call should Summer Play Days need to alter operating times for the safety of our children.



### PARENT VISITS

Parents are invited and encouraged to visit the classroom at any time. During the first three weeks of Summer, however, we ask that you keep your time in the classroom to a minimum. This is a period of adjustment for the child, especially if it is his/her first experience away from home.

If you have a special talent to share with your child's class, or just want to have an opportunity to visit, please just let your child's teacher know. You are welcome at any time.

Please keep in communication with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we know something of his/her situation.

### CLASS PARENT VOLUNTEER

We would greatly appreciate 1 - 2 parent volunteers who are willing to coordinate with their child's teacher to plan special events.

### HEALTH PRACTICES

We do everything we can to keep our staff and families healthy and safe. Classrooms are thoroughly sanitized once a month, and cleaned daily with clorox.

For the protection of all children at SPD and teachers, parents are asked not to bring their children if they display the following symptoms:

- a. Fever – currently or within the previous 24 hours
- b. Vomiting or diarrhea in the previous 24 hours
- c. Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough
- d. Common cold
- e. Sore throat
- f. Croup or persistent cough
- g. Any unexplained rash or spots
- h. Head lice or nits
- i. Discolored runny nose
- j. Pink eye or other eye infection
- k. Hand-Foot and Mouth disease

**Your child should be free of fever and other symptoms for 24 hours before returning to school - not simply on an antibiotic for 24 hours.**

Parents will be notified to pick up their child immediately if signs of illness occur during the day. We must have a phone number where you can be reached at any time. Your cooperation as a parent with this policy will protect the health of other children in the program. We must know when your child has an illness (such as Fifth disease; Hand, Foot and Mouth disease; lice; pink eye and other contagious illnesses) so that we can notify other parents in your child's class of possible exposure. Your child's name will remain confidential.

### MEDICATION

**Medication may not be given to your child by a school staff member for any reason.** If your child needs any type of medication administered (either prescription or non-prescription), you must come in and administer it yourself. The only exception to this is diaper cream and emergency treatments for life-threatening allergic reactions.

Diaper cream will be applied as needed in the case of a diaper rash. Diaper cream must be over the counter, not prescription strength, and supplied by the parent. The parent must provide written instructions, signed and dated for each day the diaper cream is to be administered.

Please alert the Director to any special medical circumstances that concerns you.



### ITEMS FROM HOME

We ask that children do not bring toys from home, except on special occasions. Small stuffed animals or blankets may be left in your child's backpack for added comfort during rest time. Please remember to label all items. **We do not ever allow** anyone to bring guns, knives or other play weapons to school. We do not allow play at school that involves any type of violence.

### CLOTHING

Children should wear washable, comfortable play clothes and shoes suitable for indoor and outdoor wear. Flip-flops or sandals can cause children to trip and fall when running. It is best to have your child wear a shoe that completely covers his/her feet. Accidents can happen at any age, so we ask that you have a complete change of clothes at all times, in his/her book bag. Please place the entire set of clothes in a ziplock bag. **Every article of clothing must be labeled, including shoes for children in the SPD program. Please be considerate of your teacher's time and label every item at home.**

### BIRTHDAY PARTIES AT SCHOOL

We would love to celebrate your child's birthday. If you would like to provide refreshments or do something special for your child's birthday, please discuss details with your child's teacher the week prior to the celebration. For safety reasons, latex balloons are not allowed.

### SUPPLIES

Every child needs to bring a FULL-SIZE bag to SPD. While small backpacks are cute and easy for children to carry, they are difficult to pack all the items needed for your child's day at school. Please bring these labeled items in your child's bag each day:

#### TWO-YEAR-OLD CHILDREN

- 1 Disposable diapers- at least 5 a day (no cloth diapers)
- 2 Spill proof cup- No bottles, juice boxes, pouches, or canned drinks
- 3 Lunch- Children should bring a lunch consisting of finger foods, cut up into bite sized pieces.
- 4 Snack - Children should bring a labeled, nut free snack
- 5 A complete change of clothes, including socks in a labeled gallon size Ziploc bag. These clothes should be changed seasonally.
- 6 Rest mat- Both roll up and fold up styles are acceptable. No sleeping bags please.

#### THREE-YEAR-OLD THROUGH PRE-K

- 1 Spill proof cup- No bottles, juice boxes, pouches, or canned drinks
- 2 Lunch- Children should bring a lunch consisting of finger foods, cut up into bite sized pieces, and a spill proof cup.  
(No bottles, juice boxes, pouches, or canned drinks)
- 3 Snack - Children should bring a labeled, nut free snack.
- 4 A complete change of clothes, including socks in a labeled gallon size Ziploc bag. These clothes should be changed seasonally.
- 5 Rest mat- Both roll up and fold up styles are acceptable. No sleeping bags please. Pre-K students may bring a beach towel if they prefer.

NOTE: Teachers do not have access to a microwave or refrigerator. Please make sure that all food is in ready-to-eat form. Do not send popcorn, hard candy, nuts, or marshmallows in your child's lunch as they are choking hazards. To prevent choking, grapes must be quartered and hot dogs must be cut lengthwise and across in small sections.

### ALL ITEMS MUST BE LABELED | ALL ITEMS MUST BE TAKEN HOME DAILY

#### **\*IMPORTANT:**

*Due to the number of allergies, there are NO NUT products allowed in the Preschool area.  
SPD will also adhere to this rule for the safety of all children and their families!*